

**Hyde County Board of Commissioners**  
**AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** November 6, 2017  
**Presenter:** Chairman Earl Pugh, Jr.  
**Attachment:** No

**ITEM TITLE:** OPENING

**SUMMARY:** Call to Order  
Opening Prayer  
Pledge of Allegiance

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** November 6, 2017  
**Presenter:** Chairman Earl Pugh, Jr.  
**Attachment:** Yes

**ITEM TITLE:** CONSIDERATION OF AGENDA

**SUMMARY:** Attached is the proposed Agenda for the November 6, 2017 Regular Meeting of the Hyde County Board of Commissioners.

**RECOMMEND:** Review, Amend and Approve.

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Motion Made By: ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

Motion Seconded By: ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

Vote: ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

# **AGENDA**

## **HYDE COUNTY BOARD OF COMMISSIONERS' REGULAR MEETING**

**MONDAY, NOVEMBER 6, 2017 – 6:00 PM**

### **CALL TO ORDER**

### **CONSIDERATION OF AGENDA**

### **CONSIDERATION OF MINUTES**

- 1) October 2, 2017 Regular Meeting Minutes
- 2) October 11, 2017 Special “Board Retreat” Meeting Minutes

### **PUBLIC HEARINGS (none)**

### **INTRODUCTION (none)**

### **PRESENTATIONS**

- 1) Senior Tar Heel Legislature Update ..... Jan Moore
- 2) Hyde County ABC Board Update ..... Meredith Nicholson
- 3) Incident Management Team Update ..... Justin Gibbs
- 4) Albemarle Commission Office Space ..... Cathy Davison

### **EMPLOYEE RECOGNITION**

### **PUBLIC COMMENTS**

Public Comments are a time for the public to make comments to the County Commissioners. Comments should be kept to three (3) minutes or less and comments should be directed to the entire Board and not to individual members, the staff or to other members of the public. Comments requesting assistance will typically be referred to the County Manager for follow-up or for Board action at a future meeting.

### **ITEMS OF CONSIDERATION**

#### **1) Ordinances, Resolutions, Proclamations**

- a. Pedestrian Planning Grant Resolution ..... Kris Noble

#### **2) Appointment**

- a. Engelhard Sanitary District Board ..... Kris Noble
- b. Hyde County Nursing Home Community Advisory Committee ..... Kris Noble

- 3) Petition for the Formation of a New Service District in Slocum ..... Daniel Brinn
- 4) Revolving Loan Request for Precision Transport, LLC ..... Mgr. Rich
- 5) Revolving Loan Request for 1718 Ocracoke Brewing Company ..... Mgr. Rich
- 6) Revolving Loan Request for Christopher Williams/Hyde Park Properties ..... .. Mgr. Rich
- 7) Colocation of Telecommunications Equipment – Sadie Weston Rd., Swan Quarter ... Kris Noble
- 8) Colocation of Telecommunications Equipment – Bishop Rd., Scranton ..... Kris Noble

## **BUDGET MATTERS**

### **Health**

- |   |              |
|---|--------------|
| a) BR08-18 – Healthy Communities Travel | \$ 1,500.00  |
| b) BR09-18 – Vidant Health Promo Salary | \$ 16,169.00 |
| c) BR10-18 – Child Health Supplies      | \$ 300.00    |

### **Emergency Services**

- |                 |              |
|-----------------|--------------|
| a) E-911 Budget | \$127,592.58 |
|-----------------|--------------|

## **MANAGEMENT REPORTS**

The Commissioners and County Manager will share with the public their various activities and ideas for continuous improvement of government services to the citizens.

## **PUBLIC COMMENTS**

The public is invited to use this time to make comments to the County Commissioners on items discussed during this meeting and/or matters not discussed earlier in the meeting.

**CLOSED SESSION** (discussion and possible action if required)

**ADJOURN**

## **SUPPLEMENTAL INFORMATION**

### **Department Reports**

- 1) Tax Department (requires signature)
- 2) Inspections
- 3) Human Resources
- 4) IT Department
- 5) Health Department
- 6) Department of Social Services
- 7) Senior Center
- 8) Soil & Water
- 9) Cooperative Extension

### **Informational Items**

- 1) Albemarle Commission 4<sup>th</sup> Quarter (July – September) Community Advisory Committee Quarterly/ Annual Visitation Reports
- 2) English as a Second Language Class at Hyde Co. Davis Center
- 3) Chowan County – Resolution Requesting the NC General Assembly to Repeal NCGS § 105-275 (45) Excluding 80% of the Appraised Value of Solar Energy Electric Systems from Ad Valorem Tax
- 4) Burr Hears Lake Mattamuskeet Concerns – [www.coastalreview.org](http://www.coastalreview.org)
5. Letter to Director Greg Sheehan, US Fish and Wildlife Service (07-14-2017)
6. Response Letter from US FWS (10-19-2017)

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** November 6, 2017  
**Presenter:** Lois Stotesberry, Clerk  
**Attachment:** Yes

**ITEM TITLE:** CONSIDERATION OF MINUTES

**SUMMARY:** Attached are the October 2, 2017 Regular Meeting Minutes of the Hyde County Board of Commissioners and the October 11, 2017 Special Meeting "Board Retreat" Meeting Minutes of the Hyde County Board of Commissioners.

**RECOMMEND:** Review, Amend and Approve.

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Motion Made By: ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

Motion Seconded By: ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

Vote: ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

## REGULAR MEETING MINUTES

### BOARD OF COUNTY COMMISSIONERS HYDE COUNTY

**Monday, October 2, 2017 at 6:00PM**

Following opening prayer by Commissioner Dick Tunnell and Pledge of Allegiance, Chairman Pugh called the Regular Meeting of the Hyde County Board of Commissioners to order at 6:00pm, on Monday, October 2, 2017, in the Hyde County Government Center, Multi-Use Room, and the Ocracoke Community Center using electronic conferencing equipment.

The following members were present on the mainland: Chairman Earl Pugh, Jr., Commissioners Ben Simmons, Barry Swindell and Dick Tunnell, County Manager Bill Rich, Assistant County Manager Kris Noble, Attorney Fred Holscher, Clerk to the Board Lois Stotesberry and members of the public.

Commissioner Tom Pahl, Public Information Officer Donnie Shumate and members of the public were present on Ocracoke.

#### AGENDA:

Commissioner Pahl moved to approve the October 2, 2017 Hyde County Board of Commissioners Regular Meeting Agenda as presented by the Clerk with addition of Item 7) Ocracoke Tourism Authority Appointments and 8) Discussion on Requests to Relocate Board of Commissioner Meetings from The Ocracoke Community Center on December 4, 2017 and June 4, 2018. Commissioner Swindell seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Simmons, Swindell and Tunnell; Nays – None; Absent or not voting – None.

#### CONSIDERATION OF MINUTES:

Commissioner Tunnell moved to approve the September 5, 2017 Hyde County Board of Commissioners Regular Meeting Minutes as presented by the Clerk with correction on page 4, line 21 – Commissioners discussed a possible ~~donation~~ sale of property to owned by Hyde County ~~from the National Park Service~~. Commissioner Swindell seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Simmons, Swindell and Tunnell; Nays – None; Absent or not voting – None.

Commissioner Swindell moved to approve the September 19, 2017 Hyde County Board of Commissioners and Board of Education Joint Meeting Minutes as presented by the Clerk with correction on page 1, line 25 – Vice-Chair Thomas Whitaker, ~~Angela Todd~~. Principle Leslie Cole *and Board Member Angela Todd* were present on Ocracoke. Principal Cole left the meeting after the tour. Commissioner Tunnell seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Simmons, Swindell and Tunnell; Nays – None; Absent or not voting – None.

#### PRESENTATIONS:

##### Revolving Loan Fund Update

County Manager Bill Rich presented update on the Hyde County Revolving Loan Fund including timeline since 1991.

##### **The Hyde County Revolving Loan Fund and The Hyde County Golden Leaf Revolving Loan Fund**

##### Timeline:

- In 1991, Hyde County received a CDBG Economic Development Grant from the State of North Carolina in the amount of \$527,000 to loan Cross Creek Healthcare funds to build the Cross Creek nursing home facility in Swan Quarter. When the loan was repaid, the county was allowed to keep the funds. The funds were then used to create the Hyde County Economic Development Revolving Loan Fund (RLF).

- Since then, Hyde County has used the Revolving Loan Fund to help local business owners with start-up funding for new businesses and expansion of existing businesses, while at the same time creating new jobs and retaining existing jobs for Hyde County citizens. These loans also promoted economic development in the county and county infrastructure needs.
- Some of the businesses that have received Hyde County Revolving Loan funds:
  - Graceful Bakery
  - Mattamuskeet Seafood
  - Chris's Fresh Veggies
  - Engelhard Red & White (Chris Williams)
  - Chris Williams – Engelhard Red & White Parking Lot
  - Precision Pallet
  - Pungo River Lime Company
  - Martin Lumber Company
  - Ocracoke Seafood
- Through the County Manager's Grant Program, Hyde County applied for another revolving loan fund grant with the Golden Leaf Foundation in 2014. In June 2014, Golden Leaf awarded a \$500,000 revolving loan grant to Hyde County for the purpose of promoting new job creation for Hyde County via loans to help new businesses get started and assist existing businesses to expand and retain/create jobs.
- The Hyde County/Golden Leaf Revolving Loan Grant program has been equally successful as the original revolving loan fund. Loans that have been funded through the Golden Leaf Revolving Loan fund are:
  - Ocracoke Bar & Grill
  - Ocracoke Brewing Company
  - Devil Shoal Oyster & Clam Company – Loan #1
  - Devil Shoal Oyster & Clam Company – Loan #2
  - Sorella's Italian Cuisine
  - Chris Williams/Courthouse Grill
  - MRB Publishing/Coyote Music Den
  - Woccocon Oyster Company
  - Cedar Bistro, LLC

**Current Availability:**

- As of our last report dated 9/5/17:
  - Golden Leaf:
    - Golden Leaf RLF Total Funded: \$357,525.00 (represents 75% funding on all loans) Hyde County Funded: \$119,175.00 (represents 25% funding on all loans)
    - Total number of outstanding loans: 17. Nine of these are under the Golden Leaf RLF
    - Total Funded: \$476,700 (Total Grant Amount : \$500,000)
    - **Available funds left to lend from Golden Leaf RLF: \$142,475.00**
    - Golden Leaf RLF funds are available until 12/31/17. There will be no more of the original Golden Leaf funds available as of January 1, 2018. County officials plan to meet with Golden Leaf officials in the next couple of weeks to present the current loan status and request that they allow the county to utilize the RLF fund balance to loans closing in November and December. Allowing the county to retain the Golden Leaf funds will provide flexibility to make more loans, not just for job creation and retention, but also for economic development purposes (no infrastructure loans)
    - Two reports are due to Golden Leaf after grant end date of 12/31/17

Total loaned through both funds: **\$1,195,700.00**

Total balance outstanding as of 9/25/17: **\$780,164.87**

Total repayment of loan balances per month: **\$10,727.46**

Total revolving loan funds available to lend: **\$541,862.31**

**NO DEFAULTS ON ANY LOANS IN THE PORTFOLIO**

**Advantages of the RLF:**

- As funds are loaned out, return on investment in the community will increase
  - Jobs will be created
  - The county's tax base will grow (on real estate loans and equipment loans)
  - Sales tax will be generated
  - As loans are paid back, the county's RLF account will increase, making more money available to lend.

Loans are made based on the applicant's character and/or collateral offered for security



#### **Pending Loan Requests:**

The following individuals have requested RLF loans:

- Leland and Everett Hershey (Precision Pallet): The Hersheys have requested \$170,000 to construct a new truck shop. This will allow them to retain existing jobs and create new jobs. The Hersheys employ over 60 employees.
- Chris Williams: Mr. Williams would like to borrow \$130,000 to purchase and redevelop the SQ Post Office building and the storage facilities across the street.
- Jason Wells: Mr. Wells is the owner of Jason's Restaurant on Ocracoke. Mr. Wells is requesting \$45,000 to winterize and enlarge the porch on the restaurant and purchase a generator. This will allow Mr. Wells to keep his restaurant open longer and operate during power outages, which will retain jobs and create additional sales tax.
- Ocracoke Brewing: Ocracoke Brewing has asked for an additional \$30,000 to purchase the necessary equipment to package beer for outside retail sales. They have already paid back over \$40,000 of their original loan.
- Total requested loans: \$375,000.00. This will leave approximately \$167,000 that Hyde County can loan out to other qualified businesses. This will in turn increase the total payments collected each month to around \$13,000 and grow the balance by \$150,000 a year.
- Hyde County will use the remaining funds to make smaller select loans ranging between \$15,000 and \$50,000 to finance small business ventures that will spike our local economy.

#### **In Summary:**

If the requested loans are approved and closed:

- There will be approximately \$1,155,000 in outstanding loan balances
- The county will see an estimated \$13,000 a month in repayment
- \$167,000 will be available to lend, but will increase monthly by \$13,000

#### **Substance Abuse Initiative**

Assistant County Manager Kris Noble reported Hyde County's Substance Abuse Initiative began in June with the forming and meeting of a core work team including members from the Manager's Office, Health Department, Sheriff's Office, Department of Social Services, Cooperative Extension and Emergency Services. The internal work group identified priorities for the team: education and prevention, treatment resources and support to the Sheriff's Office in regard to enforcement.

The group sponsored and held a Leadership Forum on July 13, 2017 with over 30 people attending including but not limited to local officials, citizens and treatment providers from across the State. Community meetings have been held in Engelhard and Swan Quarter with very positive attendance and feedback. Meetings in the additional three townships are scheduled.

Ms. Noble reported staff has applied for two grants to fund programming and continues to work to find funding. Staff will attend training in October paid for with a grant through Injury Free NC.

#### **E911 Consolidation Center Update**

Emergency Services Director Justin Gibbs reported all E911 equipment and power on the mainland has been installed and is working better than anticipated. Completion of the county-wide installation project is anticipated by the end of October with consolidation with Dare County Dispatch expected in November.

#### **Hyde County Board of Commissioners/Board of Education Joint Meeting Update**

Assistant County Manager Kris Noble reported on September 19, 2017 the Hyde County Board of Commissioners met with the Hyde County Board of Education in an effort to become more familiar with and support the school system's activities and programs. Both Boards were taken on a tour of the school campuses, led by campus administrators, and met for dinner, provided by the Board of Education, followed by a business meeting.

Board of Education Finance Officer Ken Chilcoat presented the Board's Budget followed by discussion from both Boards. The discussion was productive and both Boards voiced their desire to work together for the greater good of Hyde County. Both Boards agreed to a second meeting to be held at 5:00p.m. on December 12, 2017 in the Hyde County Government Center Multipurpose room to continue discussion.

Superintendent Dr. Randolph Latimore reported the joint meeting set the tone for more open communication and stated he looks forward to the next meeting.

#### **Employee/ Volunteer/ Friend of Hyde County – September, 2017**

County Manager Bill Rich and the Board of Commissioners recognized Sandy Yeatts, EMT-Paramedic, as "Employee of the Month" and commended his dedication to Ocracoke Village during the recent power outage and Hurricane Maria. Mr. Yeatts received a gift certificate to Jason's Restaurant on Ocracoke Island.

#### **PUBLIC COMMENTS:**

Luana Gibbs, Health Director, commended Maintenance Supervisor Kerry Campbell and the Maintenance Department staff for maintaining the Heath Department landscape.

There being no further comment from the public, Chairman Pugh continued the meeting.

#### **ITEMS OF CONSIDERATION:**

##### **Albemarle Commission Area Agency on Aging (AAA) Regional Advisory Council (RAC) Appointments**

Assistant County Manager Kris Noble reported Hyde County is allowed two representatives on the Albemarle Commission Area Agency on Aging Regional Advisory Council and is in need of one additional Hyde County representative on its Council. In September the Board re-appointed Jan Moore.

Geraldine Weatherly, Administrator for Liberty Health Care, which includes Cross Creek Health Care in Swan Quarter has agreed to serve on the Council. Cross Creek offers residential nursing care in addition to home care in Hyde County.

Commissioner Swindell moved to appoint Geraldine Weatherly to serve as the second County representative on the Albemarle Commission Area Agency on Aging (AAA) Regional Advisory Council (RAC).

Commissioner Tunnell seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Simmons, Swindell and Tunnell; Nays – None; Absent or not voting – None.

##### **Application for American Tower Telecommunications Tower Site**

Assistant County Manager Kris Noble reported American Tower, LLC has submitted request for a new wireless telecommunication tower to be build by American Tower Corporation in Hyde County to provide services by T Mobile. American Tower, represented by Attorney John May, has submitted construction drawings for the proposed 195 foot monopole telecommunications tower to be located at 21015 Highway 264 in Swan Quarter, NC on the property of Alla Sadler near Juniper Bay Road. American Tower has also submitted a signed letter stating that if the tower is not used for one year it shall be removed. Coverage maps provided by T Mobile showing the need for a new tower at this location were received.

The Planning Department has reviewed the application including drawings and finds all to be in compliance with the Hyde County Telecommunications Ordinance.

Commissioner Swindell moved to approve application for American Tower Telecommunications Tower Site, 21015 US Hwy 264, Swan Quarter, NC and authorize Building Inspections to begin the permitting process with the understanding American Tower be in compliance with the Hyde County Telecommunications Ordinance. Commissioner Simmons seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Simmons, Swindell and Tunnell; Nays – None; Absent or not voting – None.

### **Sale of Two Vehicles**

Luana Gibbs, Interim Health Director, requested approval to sell the Health Department's 2006 Dodge Durango and 2003 Chevrolet Malibu. She will apply proceeds from the sale to lease of a 2017 Ford Truck.

Commissioner Swindell moved to approve sale of the 2006 Dodge Durango and the 2003 Chevrolet Malibu on GovDeals. Commissioner Simmons seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Simmons, Swindell and Tunnell; Nays – None; Absent or not voting – None.

### **Disposition of County Property**

County Manager Bill Rich presented update on the disposition of the sale of county properties located on Pat's Road as well as the property on Ocracoke Island. Mr. Rich reported in regard to the property located on Pat's Road, no upset bid was received. Manager Rich has received the original bid of \$15,000.00 and negotiated \$1,600.00 per year for farm rent for the last two years from the current tenant. This will result in a total of \$18,200.00 due from the bidder.

Manager Rich also discussed gifting the Ocracoke property to the Hyde County Board of Education. This will be discussed and a tour held during the upcoming Board of Education meeting on Ocracoke.

No action taken on the Ocracoke property at this time.

Commissioner Swindell moved to accept offer for the Pat's Road property received from Mr. Leeman Allen. Commissioner Tunnell seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Simmons, Swindell and Tunnell; Nays – None; Absent or not voting – None.

### **Water Line Relocation for Bridge Replacement on White Plains Road**

Assistant County Manager Kris Noble reported the NCDOT will be replacing the bridge known as bridge #14 on White Plains Road, Engelhard, NC. There is a conflict with the existing water line that crosses the canal. The Department of Transportation will need the water line to be relocated and will pay for all expenses. The project will be paid by the County and then reimbursed from NCDOT to the Hyde County Water Fund. Contracts for the Water Main Relocation Project were received from Green Engineering for Design (\$9,548.00), Preliminary Engineering (\$7700.00) and NC DOT (\$58,745.00).

Commissioner Simmons moved to approve Water Main Relocation Project NCDOT TIP Hyde Co. Bridge #14 on White Plains Road. Commissioner Swindell seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Simmons, Swindell and Tunnell; Nays – None; Absent or not voting – None.

### **Agenda – Board Retreat**

County Manager Bill Rich presented the agenda for the Hyde County Board of Commissioners' Board Retreat Meeting on Wednesday, October 11, 2017 at 12:00p.m. (noon) at the Mattamuskeet Outpost, 23145 Hwy 21, Swan Quarter, NC. Lunch will be catered by Martelles Feed House. Water & Flood Control Manager Daniel Brinn and IT Director Donnie Shumate will present department updates.

Items of discussion include:

- EMS Headquarters – Ocracoke
- Roof Repairs – Hyde Davis Center
- County-wide Salary Increases – FY2018-2019
- Mattamuskeet Lodge Project

Manager Rich will present the succession plan for Hyde County government staff when management transitions from him to Kris Noble.

At 1:30p.m. the Board of Commissioners will conduct a public hearing on 2017 CDBG-DR (disaster recovery) grant funding. Ms. Noble will apply for disaster recovery grant funding in the amount of \$500,000.00 for roof replacement on the Davis Building in Engelhard.

#### **Ocracoke Tourism Authority Board Appointments**

Commissioner Pahl moved to appoint Wayne Clark, Martha Garrish and Greg Honeycutt to serve 3-year terms and Daphne Bennick and Amy Howard to serve 2-year terms on the Ocracoke Tourism Authority Board. Commissioner Simmons seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Simmons, Swindell and Tunnell; Nays – None; Absent or not voting – None.

#### **Ocracoke Community Center Calendar**

Commissioner Pahl presented request for the commissioners to relocate their scheduled Board meeting on December 4, 2017 for the Ocracoke Methodist Womens Group and June 4, 2018 for Ocracoke Alive play production. After discussion no action was taken.

#### **BUDGET TRANSFERS:**

County Manager Bill Rich presented the following budget transfers for Board of Commissioner approval:

##### **Administration**

Safety Program and Training Cost ..... \$4,295.00

##### **Health Department**

Child Health ..... \$9,120.00

Family Planning ..... \$8,085.00

Commissioner Swindell moved to approve the Administration and Health Department budget transfers as presented. Commissioner Simmons seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Simmons, Swindell and Tunnell; Nays – None; Absent or not voting – None.

#### **MANAGEMENT REPORTS:**

**Chairman Earl Pugh, Jr.** – attended Hyde County Schools Tour and Meeting and the Opioid Task Force Meeting in Swan Quarter. Mr. Pugh attended the Trillium Meeting (four hour orientation) in Washington and reported Wayne Pettaway would like to present the need for additional Consumer and Family Advisory Committee representatives in Hyde County. He participated in Ocracoke Control Group meetings and conference calls during Hurricane Maria.

**Vice-chairman Barry Swindell** – attended the Hyde County Schools Tour and the Health Board Meeting.

**Commissioner Dick Tunnell** – attended the MATTIE Arts Festival, community yard sale, Hyde County Schools Tour and Meeting and the Mid-East Commission meeting.

**Commissioner Ben Simmons** – discussed drainage, pumps and flood gate issues; and, requested follow up on towers in the County.

**Commissioner Tom Pahl** – met with Ocracoke Control Group for the duration of Hurricane Maria. He reported Justin Gibbs', Emergency Service Director, role is very important during a disaster and believes there is need for coordinated communication between Dare and Hyde County. Mr. Pahl also met with Ocracoke Civic & Business Association (OCBA), Hyde County Schools Tour and Meeting via Information Highway, Ocracoke Tourism Advisory Board nominees and met with David Hilton and the Ocracoke Waterways Commission. He requested dates for enrollment in the Affordable Care Act Insurance Program be publicized.

**County Manager Bill Rich** – reported he and County Attorney Fred Holscher will attend the November 6, 2017 Board of Commissioners Meeting on Ocracoke Island. Manager Rich's September 2017 calendar was provided.

**Assistant County Manager/Planner Kris Cahoon Noble** – reported Public Hearing for Mattamuskeet Watershed Planning is scheduled for November 6, 2017. Ms. Noble is working closely with Donnie Shumate, IT Director/PIO, on security, e-mail services and social media; and with Daniel Brinn, Water and Flood Control Coordinator, on Slocum Drainage, Far Creek Dredging and emergency plan for the district. She reported CDBG funding will be used to repair the Davis Building roof and Engelhard Sanitary District CDBG Structure application will include Hycienda Heights and Mattamuskeet Village. Ms. Noble also proposed opening a call center in the Public Safety Center vacant offices which could create 5 – 10 jobs. Ms. Noble reported Manager Rich will replace her on the NC Catch Board.

Ms. Noble attended Partnership for Sounds meeting and Ocracoke Control Group phone conferences. She will follow up on items discussed during the meeting.

**PUBLIC COMMENTS:**

Luana Gibbs, Interim Health Director, reported ACA Representative Arden Root with Access East will prepare a press release to post on the County website.

Justin Gibbs, Emergency Services Director, will prepare a list of previous disasters to post on the County website to assist citizens with PCL claims.

There being no further comments from the public, Chairman Pugh continued the meeting.

**CLOSED SESSION: (none)**

**ADJOURN:**

Commissioner Simmons moved to adjourn the meeting. Mr. Swindell seconded the motion. The motion passed on the following vote: Ayes – Pahl, Pugh, Simmons, Swindell and Tunnell; Nays – None; Absent or not voting – None.

The meeting adjourned at 8:00p.m.

Respectfully submitted:

Minutes approved on the 6<sup>th</sup> day of November, 2017.

Attest:

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Lois Stotesberry, CMC, NCCCC  
Clerk, Hyde County Board of Commissioners

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Earl Pugh, Jr.  
Chair, Hyde County Board of Commissioners

Attachments: (none)



1 **Board Retreat Meeting Minutes**

2 **Board of County Commissioners**  
3 **Hyde County**

4  
5 **Wednesday, October 11, 2017**

6 Chairman Earl Pugh, Jr. called the Board Retreat Meeting of the Hyde County Board of  
7 Commissioners to order at 12:40 pm on Wednesday, October 11, 2017 at the Mattamuskeet  
8 Outpost, 23145 US Hwy 264, Swan Quarter, NC. Lunch was provided by Martelle's Feedhouse  
9 Restaurant.

10 The following members were present on the mainland: Chairman Earl Pugh, Jr., Vice-Chairman  
11 Barry Swindell, Commissioners Dick Tunnell, Benjamin Simmons, and Tom Pahl; County  
12 Manager Bill Rich; Assistant County Manager Kris Noble; Water & Flood Control Manager  
13 Daniel Brinn; IT Manager Donnie Shumate and Deputy Clerk to the Board Rosemary Johnson.

14 **Agenda:**

15 Chairman Pugh asked for changes to the October 11 Meeting Agenda. Commissioner Simmons  
16 added a new business item, "Swan Quarter" to the agenda.

17 Commissioner Simmons moved to approve the October 11, 2017 Board Retreat Meeting Agenda  
18 with revisions. Vice-Chairman Swindell seconded the motion. The agenda was approved as  
19 revised and passed on the following vote: Ayes – Pahl, Pugh, Tunnell, Simmons and Swindell;  
20 Nays – None.

21 **Department Reports**

22 **Water & Flood Control Manager's Update**

23 Daniel Brinn, Water & Flood Control Manager discussed his short-term and long-term goals to  
24 adequately address the county's issues with flood control and drainage on the mainland and  
25 Ocracoke. The presentation began with a review of maps of the mainland Hyde County drainage  
26 districts. Mr. Brinn stated his objectives will be to assist the districts with technical information  
27 and recommendations regarding current projects and maintenance of existing infrastructure,  
28 develop emergency preparedness plans that are approved by FEMA for existing drainage  
29 entities, provide support for navigation of permitting processes, oversee grant administration,  
30 work with existing drainage districts to develop a needs assessment and identify funding sources,  
31 assist with the formation of new districts, support the efforts of the Ocracoke Waterways  
32 Commission addressing issues in Ocracoke's surrounding waterways, and look for opportunities  
33 to fund projects from multiple sources that would address navigation/drainage concerns.

34  
35 Several areas of immediate concern were discussed. Issues requiring action include the lake  
36 flooding on North Lake Road, Far Creek Channel in Engelhard, Sladesville area creeks, and Big  
37 Foot Slough near Ocracoke, some of which will require dredging in order to correct the problem.  
38 Commissioner Pahl asked if dredging was eligible for FEMA reimbursement. Mr. Brinn replied

39 that the Army Corp. of Engineers is responsible for dredging federal channels. Mr. Brinn will  
40 research to find funding opportunities for dredging of non-federal waterways.

41  
42 Chairman Pugh commented that the Water Management Committee needs to be updated  
43 concerning the activities of the Water and Flood Control Manager. Mr. Brinn stated that he will  
44 repeat the presentation he gave today to the Water Management Committee and that regular  
45 meetings will be held to keep the committee informed.

46  
47 *Clerk's Note: A copy of the presentation given by the Water and Flood Control Coordinator is attached herewith as*  
48 *Exhibit A and incorporated herein by reference.*  
49

### 50 51 **IT Update**

52  
53 Donnie Shumate, Information Technology Manager discussed his objectives for activities in the  
54 IT Department:  
55

### 56 57 **Farragut**

58  
59 Mr. Shumate reported that Farragut has possession of the old tax data from Hyde County's tax  
60 office. Farragut is in the process of converting the old data into the new format, but it is taking  
61 longer than anticipated as the old system (Elite) was made in the 1980's with mainframe  
62 technology, and is no longer supported by IBM. There are also security issues with the old  
63 system. Donnie and Corrinne will act as managers for the project.  
64

### 65 66 **Google Cloud**

67 Mr. Shumate stated that the county will soon convert to from Microsoft Office to Google Cloud.  
68 Google will include the full Office suite, email, Cloud storage, Intranet and vault/mobile device  
69 management. Mr. Shumate stated that there will be several advantages for conversion to Google.  
70 Email will be more efficient and allow for shared calendars between users which will make  
71 scheduling meetings easier. The full Office suite, which includes a word processor,  
72 spreadsheets, and presentation software, will be available on all devices and will allow  
73 collaboration between users on working files. The county will have an Intranet, which is only  
74 accessible to county employees and the Board of Commissioners. Each county commissioner  
75 will receive a county email address for communication within the county system. Storage will  
76 be backed up on multiple servers and can be shared with other users outside the organization.  
77 Mr. Shumate will manage users, devices and security settings via an Admin. panel.  
78

### 79 80 **KnowBe4 Security Awareness**

81 The KnowBe4 Security Awareness program will be implemented to establish training for  
82 employees on security issues concerning phishing emails and viruses. The KnowBe4 system  
83 will allow the administrator (IT manager) to send fake phishing emails to users to track how

many employees click on them and determine who needs training in email security. The system comes with over 200 training modules on a variety of topics.

### **Social Media Policy**

Donnie is working with Kris Noble, Tammy Blake, and Traveler's Insurance to review current social media policies in order to create a training schedule and make the personnel policy digital.

### **Future IT Projects**

- Redesign the county website and the county network
- Combine all servers into one central server
- Implement disaster recovery plan
- Review all current Centurylink plans and cut costs
- Tri-County fiber for Hyde County
- Create a call center at the sheriff's office location

*Clerk's Note: A copy of the presentation given by the IT Manager is attached herewith as Exhibit B and incorporated herein by reference.*

Commissioner Pahl noted that there have been some instances where county ordinances that have been approved by the commissioners have not been changed online (Municode). He suggested that departments that have ordinances added or changed follow up to make sure the changes are made through Municode. Mr. Rich stated that management is holding pre-brief and debrief meetings before and after commissioner meetings to follow up on all items discussed and approved at commissioner meetings.

### **Public Hearing – 2017 CDBG-DR Application**

Chairman Pugh requested a motion to open the Public Hearing for the 2017 CDBG-DR Application. No members of the public were present.

Commissioner Simmons made the first motion to open the Public Hearing for the 2017 CDBG-DR Application. Commissioner Pahl seconded the motion. The motion passed on the following vote: Ayes – Pahl, Pugh, Tunnell, Simmons and Swindell; Nays – None.

Assistant County Manager Kris Noble informed everyone that Hyde County intends to make application for \$500,000 in grant funding through the CDBG-DR program to replace the roof of the Hyde Davis Ventures building in Engelhard. The scope of work includes building improvements and administration of the project. Noble noted that she has received public comments voicing support of the project via email.

Vice-Chairman Swindell made a motion to close the public hearing. Commissioner Tunnell seconded the motion. The motion passed on the following vote: Ayes – Pahl, Swindell, Tunnell, Pugh and Simmons; Nays – None.



127 **Items of Discussion**

128 **EMS Headquarters-Ocracoke**

129 Chairman Pugh stated that there is one year left on the property lease for the EMS headquarters  
130 in Ocracoke. The lease expires in November 2018 and the owner is not willing to extend the  
131 lease. The owner has offered to sell the property to the county. The owner is asking for a  
132 \$200,000 down payment and will finance the balance at 3% interest over a 15-year period. Other  
133 options for lease or construction of a new facility were discussed. Commissioner Pahl suggested  
134 that regular meetings to discuss and come up with options should be held. It was requested that  
135 Manager Rich provide the commissioners with an update at the December board meeting.

136

137 **County-Wide Salary Increases**

138

139 Discussion was held regarding implementing a periodic 3% cost of living raise and merit raises  
140 for employees. Assistant County Manager Noble stated that she feels that giving periodic cost of  
141 living raises and merit raises is pertinent to good employee morale and retention of top-  
142 performing employees. Manager Rich asked that he be tasked to find funding for an across-the-  
143 board 3% cost of living raise.

144

145 **Mattamuskeet Lodge Project**

146

147 Assistant County Manager Noble reported that the Mattamuskeet Lodge restoration project will  
148 be moving forward and the county will be working with partners to seek alternative funding  
149 sources. The county assisted the NC Wildlife Resources Commission in submission of  
150 information in a Legislative report in January 2017 and hosted state representatives in two  
151 economic development impact meetings in an effort to gain support for the restoration project.  
152 Noble stated that the Wildlife Resources Commission has been mandated to supply funds to fix  
153 the lodge tower and finish the roof. NC WRC has bid the project and is moving forward with the  
154 project. County representatives will be meeting in Raleigh with NC WRC to discuss future  
155 funding strategies.

156

157 **New Business: Swan Quarter**

158

159 Commissioner Simmons asked management to ensure that the county will provide support to  
160 help the fishing industry in Swan Quarter so that they can afford to remain in the county and not  
161 move to other locations.

162

163 **Succession Planning**

164

165 County Manager Rich presented his recommendation for succession of the county manager's  
166 position upon his retirement in June of 2018. All department heads were asked to submit similar  
167 recommendations. Mr. Rich asked the commissioners to continue to consider endorsing Kris  
168 Noble as his replacement in the county manager position.

169

170

171

*Clerk's Note: A copy of County Manager Rich's succession plan is attached herewith as Exhibit C and incorporated herein by reference.*

**Closed Session:**

There was no closed session held.

**Adjourn:**

Commissioner Tunnell moved to adjourn the meeting. Commissioner Pahl seconded the motion. The motion passed on the following vote: Ayes: – Pahl, Pugh, Tunnell, Simmons, and Swindell; Nays: – None.

The meeting adjourned at 3 p.m.

Respectfully submitted:  
Minutes approved on the 6th day of November, 2017.

\_\_\_\_\_  
Earl Pugh, Jr. Chairman  
Hyde County Board of Commissioners

Attest:

\_\_\_\_\_  
Rosemary O. Johnson, Deputy Clerk  
Hyde County Board of Commissioners

**Attachments:**

Exhibit A: Water & Flood Control Manager's Update Presentation  
Exhibit B: IT Manager's Update Presentation  
Exhibit C: Succession Plan – County Manager Bill Rich  
Attachment 1: Email from Randolph Latimore to Bill Rich dated October 9, 2017  
Attachment 2: Copy of check #7266809 from Republic Services, Inc. payable to the County of Hyde in the amount of \$61,782.94  
Attachment 3: Copy of check #2342 from Leamon Harding Allen III payable to the County of Hyde in the amount of \$18,200.00  
Attachment 4: Copy of article from the October 11, 2017 issue of the Ocracoke Observer featuring Justin Gibbs, Hyde County Emergency Director's deployment to Puerto Rico to assist with Hurricane Maria recovery efforts.

## Hyde County



Daniel Brinn  
Water and Flood Control Coordinator

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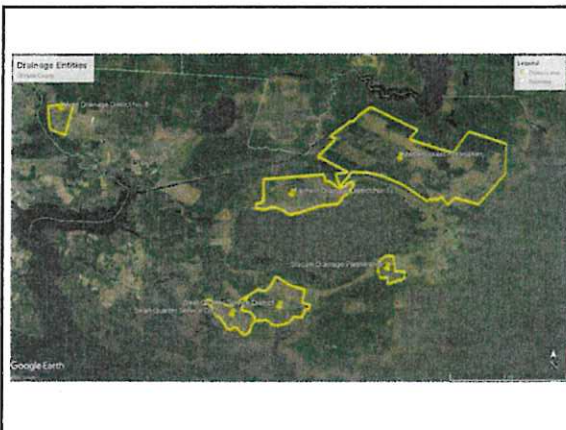
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## Short Term Goals

- Assist Individuals and Entities with technical information and recommendations regarding current projects and maintenance of existing infrastructure
- Provide support for the navigation of permitting processes where drainage maintenance/improvements encounter environmentally sensitive areas.
- Develop Emergency Preparedness plans for existing Drainage Entities that meet FEMA requirements.
- Administer the Hurricane Mathew Stream Debris Removal Project, \$107,765 with an additional \$150,000 currently being considered

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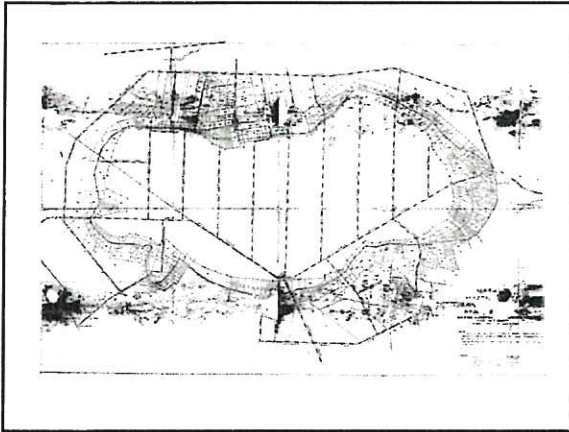
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### Intermediate Goals

- Serve on the Core Group for the MWRP and represent Hyde Counties interests of flood control, agricultural production and tourism
- Develop a comprehensive needs assessment for existing Drainage Entities within the County.
- Work with Districts to prioritize projects and identify funding sources
- Assist with the formation of a Service District to serve Slocum
- Assist the Mattamuskeet association with the transition from PNP to Statutory Drainage District.

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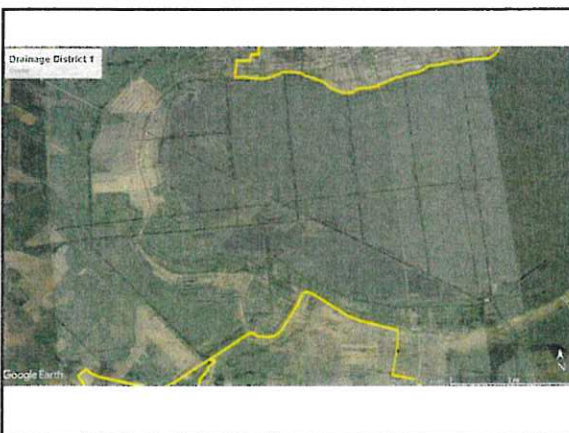
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### Long Term Goals

- Identify opportunities where drainage entities can be formed in currently unincorporated areas throughout the county
- Use these new entities where possible to bridge the gap between existing infrastructure to create a comprehensive system that protects much of the county.
- Lobby for a greater focus on the importance of drainage as it relates to permitting and public funding.

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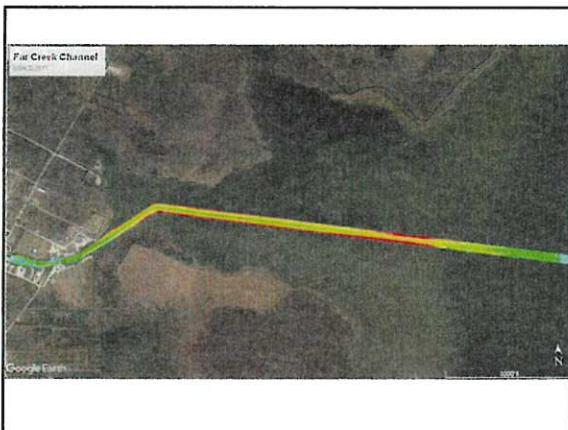
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### Navigation

- Support the Efforts of the Ocracoke Waterways Commission in addressing issues in Ocracoke's surrounding waterways
- Address Mainland navigational concerns
- Look for opportunities to fund projects from multiple sources that would address navigation/drainage concerns in tandem

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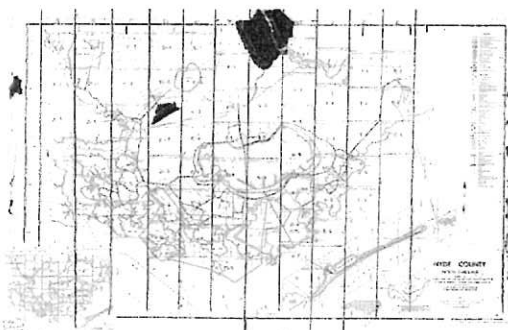
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Questions?



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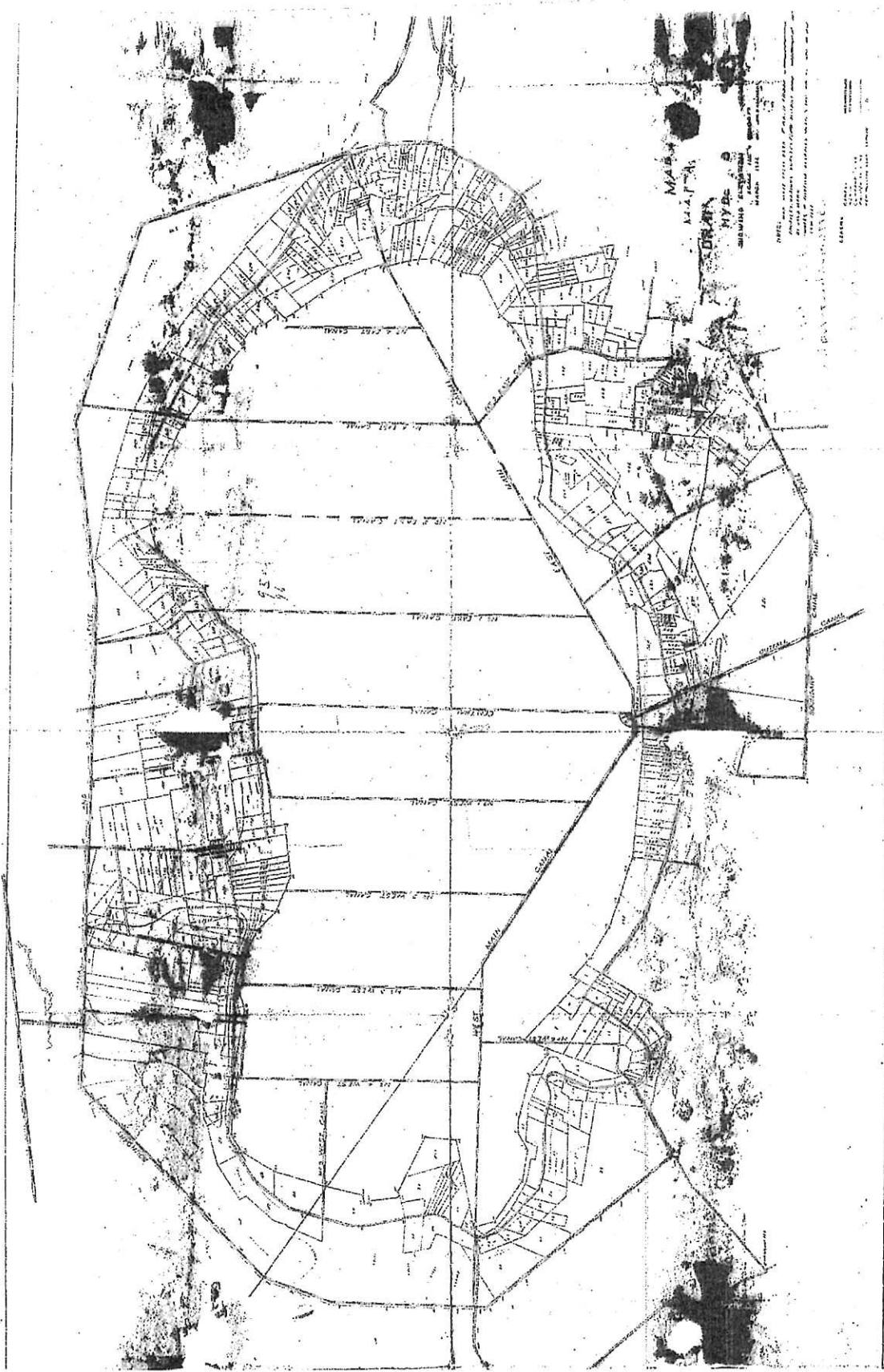
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Map  
A-1, 17-18  
HYDE  
DRAIN

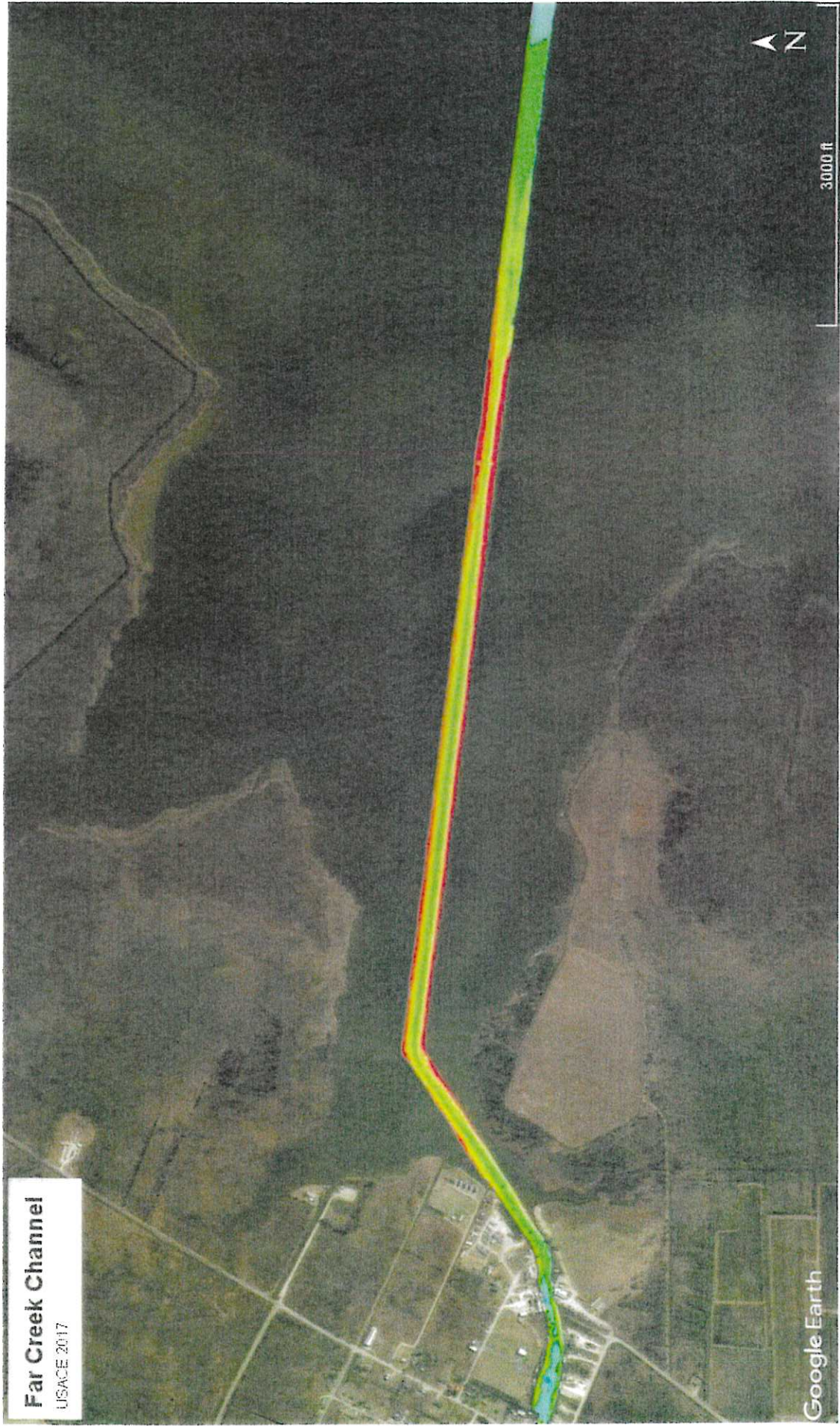
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1" = 100'  
1" = 200'  
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**Drainage District 1**  
Overlay





◀ N

3000 ft

Far Creek Channel  
USACE 2017

Google Earth

# Questions?

